EXHIBIT "A"

JOB INVOLVEMENT		X	AMOUNT OF S	UPERVISION REQU	TRED	X
Consistently Does More Than Required; Frequently Offers	Consistently Does More Than Required; Frequently Offers uggestions for Improvement; Seeks to Expand Capabilities and			pletes Tasks Independ		
Does What is Required and Sometimes More; Occasionally Contributes Ideas; Shows Interest In self-improvement.				pletes Tasks with Norm		х
Does Assigned Work Only; Shows Little Interest in Acquiring I Responsibilities.	New		Needs Some Ext	ra Supervision to Com	plete Assigned Tasks.	
Does as Little as Possible; Shows No Concern For Performance Desire to Improve Skills.	or			Supervision to Comple Without Being Told.	ete Assigned Tasks;	
Cannot Rate		X	Cannot Rate			
COMMENTS/EXAMPLES:			the instructor i		rys busy whether or i	not
JOB KNOWLEDGE AND SKILLS	7	X	COMMENTS/EX	KAMPLES: Ciara is r	new to refining and i	S
Making Excellent Progress in Acquiring Knowledge and Skills; Proficiency is Well Above Expectations.					culum in the orienta ritten exams is 92.59	
Making Good Progress in Acquiring Knowledge and Skills; Level of Proficiency Meets Expectations.	1	K	0.003. 1101 0.701	age secto on the w	THOM ORIGINO 10 72.57	
Making Satisfactory/Adequate Progress in Acquiring Knowledg and Skills; Proficiency Generally Meets Expectations.	ge					
Progress in Acquiring Knowledge and Skills is Unsatisfactory; Proficiency is Well Below Expectations. Cannot Rate						
ATTENDANCE THIS NUMBER OF TIMES		NIIM	BER OF TIMES	NUMBER	OF TIMES	
REVIEW PERIOD > LATE > 0		SICK	> 0	AWOL > 0		
SUMMARIZE EMPLOYEES DEMONSTRATED STRENGTHS She seems to pick up new information fairly quickly						n
when needed.		_	J		•	
SUMMARIZE EMPLOYEES JOB IMPROVEMENT NEEDS: Continue to seek any answers she needs for clarificat					hell. She needs to	
DATE THIS PERFORMANCE ASSESMENT WAS DISCUSSED	D WITH	EMP	LOYEE > 2/03/16	*********		\dashv
SUMMARIZE DISCUSSION (What Employee was Told, Employ & ARA AGREES WITH REN EN, NO LISVES.	yees Rea	ction,	Goals, Etc)			
ather helpses at the party of the party.						j
BASED ON YOUR KNOWLEDGE OF THE EMPLOYEES PER DATE SHOULD THE INDIVIDUAL CONTINUE AS AN EQUIL EMPLOYEE?	LON		тох	YES	NO	
EXPLAIN: PROGRESSING AS EXPECTED, NO 13	NOV.	?	<u>'</u>			
REVU	EWERS	COM	MENTS			
			A	,		
PREPARED BY SUPERVISOR (Jeff Andre – Class Facilitator)	SIGN		The same of the sa		DATE PREPARED	
REVIEWED BY EMPLOYEE (Print Name and Title)	SIGNA	ATUR —	0-16	15	DATE PREPARED 2-3-16	
REVIEWED BY /MANAGER (Print Name and Title)	SIGNA	ATUR	E		DATE PREPARED	

DAY PROGRESS REPORT

30 Day 60 Day	90 Day 120 Day	15	0 Day	180 Day	210 Day	240 Da	270 I	Day
Employee Name: Ciara	Newton EE#	# 2511 :	59	Equated Date: 1/04/16	Probation Period En 9/30/16	. " 1	onth-Date 24/16	-Yea
Department/Unit: L&D	Job Classific OPERATOL		Time This J Train	ob:	Time U Superv 60 days		60 Days	
PERFORMANCE FACTO	RS				Tigania Neresa			
SAFETY AND HOUSEKEEPING			X W	ORK SPEED, A	CCURACY, AI	ND THOROL	IGHNESS	
Leader in Safety; Demonstrates De Accomplishments in Working Safei Area, and participating in Safety M	y, Maintaining clean, Safe leetings.		W Pa	orks Rapidly and ys Close Attentio	n to Detail; Er	rors Rarely F	ound in Wor	
Follows Prescribes Safety Standard Clean Work Environment, Perform Safety Meetings.	s Job Safely, and Participa	tes in	X Ra	nsistently Works te; Errors Seldor	n Found in Wo	rk.		
Sometimes Must be Reminded of Sa in Performing Safety and/or Mainta not Participate in Meetings Regular	ining Safe Environment; M	erest Iay		orks at an Accept od; Errors Some				
Has to be Constantly Reminded of S Interest in Improving in This Area o Meetings.	afety Standards; Shows no		Wo	rk Pace and/or E	rror Rate are U	Jnacceptable.		
Cannot Rate				not Rate				X
COMMENTS/EXAMPLES: Ciara is various safety rules and regulat. She has shown good safety hab field work.	ions we have at the refi	nery.		MMENTS/EXAN				
EXERCISING JUDGEMENT-SOLV	ING PROBLEMS	X		MWORK, COO				X
Judgement is Excellent; Almost Any	Work Problem.			Effective Team Vone; Goes Out o			th Almost	
Shows Good Judgement; Solves Many			Good	Team Worker; (erative.	Gets Along We	ll With Other		X
Judgement and Problem-Solving Abili	ty are Adequate.		Gene	rally Performs Sa Satisfactorily wi	itisfactorily at a th Others: Usu	a Team Memi ally Cooperat	oer; Gets tive.	
Exercises Little Judgement; Shows Lit	fle Problem Solving Ability		Make Along	s Little or No Eff with Others; Ge	ort to Work as	a Team Mem		
Cannot Rate	4 4 .	X		ot Rate		4 . 1 4		
COMMENTS/EXAMPLES: Not eno	igh data		with:	MENTS/EXAMP a team, and is v s well with oth	very attentive	and eager	to learn. Sl	he
FOLLOWING ORAL/WRITTEN INST	RUCTIONS	X		NIZING WORK				X
Follows Instructions Exactly; Seeks Ass.	istance or Clarification		Plannii	ig, Organizing, a	nd Work Habit	s are Outstan	ding.	
Vhen Needed. 'ollows Instructions Closely; Asks Ques Vhen Needed.		X	Prioriti					
Fenerally Follows Instructions; Usually uformation When Needed.	Asks Questions or Seeks			lly Organizes and tically; Usually I			airly	
oes Not Follow Instructions; Fails to As nformation When Needed.	sk Questions or Seek		Does No Poor W	ot Set Priorities; I ork Habits.			J U	
annot Rate			Cannot	Rate ENTS/EXAMPLI	ro.			X
COMMENTS/EXAMPLES: Folsk questions when needed, but car kpect this to change as she gains p	be tentative at times.		COMM	en i komenentik Di	CO, I			

				. A. 	÷				
JOB INVOLVEMENT			X	AMOUNT OF S	SUPERVISION	REOUIRED	X		
Consistently Does More Than Suggestions for Improvement Acquire New Responsibilities	; Seeks to Expand Capabilitie				dependently; Needs Minimal	1			
Does What is Required and Sometimes More; Occasionally Contributes Ideas; Shows Interest In self-improvement.			Starts and Completes Tasks with Normal Supervision.						
Does Assigned Work Only; Si Responsibilities.		ng New		Needs Some Ext	ra Supervision	to Complete Assigned Tasks.			
Does as Little as Possible; Sho Desire to Improve Skills.	ws No Concern For Performa	nce or	Needs Frequent Supervision to Complete Assigned Tasks; Does Very Little Without Being Told.						
Cannot Rate			X	Cannot Rate					
COMMENTS/EXAMPLES: 1	Not enough data			COMMENTS/E. the instructor i		ara stays busy whether or . i.	not		
JOB KNOWLEDGE AND SK	ILLS		X			ara is new to refining and i			
Making Excellent Progress in A Proficiency is Well Above Exp	ectations.					ough as we near completion verage score in the class is			
Making Good Progress in Acquof Proficiency Meets Expectation	Making Good Progress in Acquiring Knowledge and Skills; Level			89.6%.	01405. 1101 4	voruge soore in the class is			
Making Satisfactory/Adequate Progress in Acquiring Knowledge and Skills; Proficiency Generally Meets Expectations. Progress in Acquiring Knowledge and Skills is Unsatisfactory;			1						
Proficiency is Well Below Expe		, 							
ATTENDANCE THIS REVIEW PERIOD >	NUMBER OF TIMES LATE > 0		NUMBER OF TIMES NUMBER OF TIMES SICK > 0 AWOL > 0						
She seems to pick up new when needed. SUMMARIZE EMPLOYEES 3 continue to seek any answ	OB IMPROVEMENT NEED vers she needs for clarifi	s: Ciar: cation,	a is jus and ke	t getting started ep asking until t	in her caree	r at Shell. She needs to			
DATE THIS PERFORMANCE									
SUMMARIZE DISCUSSION OF CLARA AGRES WY	TH REVIEW, MIS	LA&Z.	Keachon,	Goais, Etc)					
BASED ON YOUR KNOWLED DATE SHOULD THE INDIVID EMPLOYEE?	MANCI	Х	YES	NO					
EXPLAIN: Performing as ex	expected, no issues.								
	RE	EVIEWE	RS COM	IMENTS					
		——————————————————————————————————————	A.,	25		N 1 MM MMM 1 THE			
PREPARED BY SUPERVISOR Jeff Andre / Class Facilitator	,	16	NATU	******	,	DATE PREPARED			
REVIEWED BY EMPLOYEE (Ciara Newton	·		NATU)	in Vent		DATE PREPARED 2-24-14 DATE PREPARED			
REVIEWED BY /MANAGER (P	rint Name and Title)	SIGNATURE DATE F							

DAY PROGRESS REPORT 270 Day 30 Day ... 60 Day 90 Day $120~\mathrm{Day}$ 150 Day 180 Day 210 Day Month-Date-Year: Equated Date: **Probationary** EE# 251159 **Employee Name: Ciara Newton** 1/04/16 Period Ends: 3/29/16 9/30/16 Job Classification: Time in 90 Days Time Under your 30 Days Department/Unit: OPCEN Supervision: > OPERATOR START This Job: 30 days Training PERFORMANCE FACTORS WORK SPEED, ACCURACY, AND THOROUGHNESS \mathbf{X} SAFETY AND HOUSEKEEPING X Works Rapidly and Extremely Accurately and Thoroughly; Leader in Safety; Demonstrates Deep Involvement and Pays Close Attention to Detail; Errors Rarely Found in Work. Accomplishments in Working Safely, Maintaining clean, Safe Work Area, and participating in Safety Meetings. Consistently Works Accurately and Thoroughly at a Normal Follows Prescribes Safety Standards; Conscientiously Maintains Clean Work Environment, Performs Job Safely, and Participates in X Rate; Errors Seldom Found in Work. Safety Meetings. Works at an Acceptable Rate; Accuracy of Work Generally Sometimes Must be Reminded of Safety; Shows Secondary Interest Х Good; Errors Sometimes Found in Work; Usually Thorough. in Performing Safety and/or Maintaining Safe Environment; May not Participate in Meetings Regularly. Work Pace and/or Error Rate are Unacceptable. Has to be Constantly Reminded of Safety Standards; Shows no Interest in Improving in This Area or in Participating in Safety Meetings. Cannot Rate Cannot Rate COMMENTS/EXAMPLES: Ciara has had some difficult COMMENTS/EXAMPLES: Ciara is beginning to understand the situations to overcome and is catching back up with the various safety rules and regulations we have at the refinery. group. Drawings are very neat and contain good She has shown good safety habits when doing the required information. field work. Always the first one to put on goggles. EXERCISING JUDGEMENT-SOLVING PROBLEMS X TEAMWORK, COOPERATION, AND GETTING ALONG, Very Effective Team Worker; Gets Along Well with Almost Judgement is Excellent; Almost Any Work Problem. Everyone; Goes Out of the Way to Help Others. Good Team Worker; Gets Along Well With Others; Shows Good Judgement; Solves Many Work Problems By Self. Х Cooperative. Generally Performs Satisfactorily at a Team Member; Gets Judgement and Problem-Solving Ability are Adequate. Along Satisfactorily with Others; Usually Cooperative. Makes Little or No Effort to Work as a Team Member of Get Exercises Little Judgement; Shows Little Problem Solving Ability. Along with Others; Generally Uncooperative. Cannot Rate \mathbf{X} Cannot Rate COMMENTS/EXAMPLES: Ciara gets along with team COMMENTS/EXAMPLES: Not enough data... members and does what is asked. ORGANIZING WORK X FOLLOWING ORAL/WRITTEN INSTRUCTIONS X Planning, Organizing, and Work Habits are Outstanding. Follows Instructions Exactly; Seeks Assistance or Clarification When Needed. Plans and Organizes Work Well; Good Work Habits; Set Follows Instructions Closely; Asks Questions or Seeks Information X Priorities. When Needed. Generally Organizes and Plans Work Well; Works Fairly Generally Follows Instructions; Usually Asks Questions or Seeks X Systematically; Usually Recognizes Priorities. Information When Needed. Does Not Set Priorities; Haphazard Planning and Organizing; Does Not Follow Instructions; Fails to Ask Questions or Seek. Poor Work Habits. Information When Needed. Cannot Rate Cannot Rate COMMENTS/EXAMPLES: COMMENTS/EXAMPLES: Follows directions well, does Ciara is quite but shows some good organization skills. Good detail ask questions when needed, but can be hesitant at times. I on unit drawings. expect this to change as she gains process knowledge.

JOB INVOLVEMENT	X	AMOUNT OF SUPERVISION REQUIRED	X
Consistently Does More Than Required; Frequently Offers Suggestions for Improvement; Seeks to Expand Capabilities and Acquire New Responsibilities.		Starts and Completes Tasks Independently; Needs Minimal Supervision.	
Does What is Required and Sometimes More; Occasionally Contributes Ideas; Shows Interest In self-improvement.		Starts and Completes Tasks with Normal Supervision.	
Does Assigned Work Only; Shows Little Interest in Acquiring New Responsibilities.		Needs Some Extra Supervision to Complete Assigned Tasks.	X
Does as Little as Possible; Shows No Concern For Performance or Desire to Improve Skills.		Needs Frequent Supervision to Complete Assigned Tasks; Does Very Little Without Being Told.	
Cannot Rate	X	Cannot Rate	
COMMENTS/EXAMPLES: Not enough data		COMMENTS/EXAMPLES: Ciara stays busy whether or no the instructor is in the room. Ciara has fallen behind but is starting to catch back up due to personal issues which are very understandable why she has fallen behind.	ţ
JOB KNOWLEDGE AND SKILLS	X	COMMENTS/EXAMPLES: Ciara may not complete the cla	SS
Making Excellent Progress in Acquiring Knowledge and Skills; Proficiency is Well Above Expectations.		in time before the T/A's and may be put on shift to finis which will delay qualification of the first unit. Has	
Making Good Progress in Acquiring Knowledge and Skills; Level of Proficiency Meets Expectations.		problem with equipment usage and how equipment	
Making Satisfactory/Adequate Progress in Acquiring Knowledge and Skills; Proficiency Generally Meets Expectations.	X	WOIAS.	
Progress in Acquiring Knowledge and Skills is Unsatisfactory; Proficiency is Well Below Expectations.			
Cannot Rate	27772.57	AND CHARLES AND CHARLES	_
ATTENDANCE THIS REVIEW PERIOD > NUMBER OF TIMES LATE > 1	SICK >		_
SUMMARIZE EMPLOYEES DEMONSTRATED STRENGTHS: Ci She gets along well with others in the class and helps oth			
SUMMARIZE EMPLOYEES JOB IMPROVEMENT NEEDS: Ciara keep asking until things are clear. Has a little trouble wi			1
DATE THIS PERFORMANCE ASSESMENT WAS DISCUSSED WE SUMMARIZE DISCUSSION (What Employee was Told, Employees F			7
Reaction is fine. Goal is to catch up and qualify before deadline.			
BASED ON YOUR KNOWLEDGE OF THE EMPLOYEES PERFOR DATE SHOULD THE INDIVIDUAL CONTINUE AS AN EQUILON EMPLOYEE?	MANCE '	TO YES NO	
EXPLAIN:			
REVIEWE	RS COM	MENTS -	
$\sqrt{\epsilon}$			
PREPARED BY SUPERVISOR (Print Name and Title) Jeff Fischer / Mentor Class Facilitator	GNATUR	Mars 1 - J. Fisches 4-4-16	
REVIEWED BY EMPLOYEE (Print Name and Title) Ciara Newton	GNATUK	Muto DATE PREPARED	
REVIEWED BY /MANAGER (Print Name and Title) SIG	GNATURI	E DATE PREPARED 4/4/16	
		<u> </u>	

DAY PROGRESS REPORT 270 Day 60 Day 90 Day $120~\mathrm{Day}$ 150 Day $180~\mathrm{Dav}$ 210 Day 240 Dav 30 Day Month-Date-Year: Equated Date: Probationary Employee Name: Ciara Newton EE# 251159 1/04/16 Period Ends: 6/08/16 9/30/16 Time Under your 14 Days Job Classification: Time in Department/Unit: OPCEN Supervision: > OPERATOR START This Job: 150 Day Training 60 days PERFORMANCE FACTORS SAFETY AND HOUSEKEEPING WORK SPEED, ACCURACY, AND THOROUGHNESS X X Leader in Safety; Demonstrates Deep Involvement and Works Rapidly and Extremely Accurately and Thoroughly; Pays Close Attention to Detail; Errors Rarely Found in Work. Accomplishments in Working Safely, Maintaining clean, Safe Work Area, and participating in Safety Meetings. Follows Prescribes Safety Standards; Conscientiously Maintains Consistently Works Accurately and Thoroughly at a Normal Rate; Errors Seldom Found in Work. Clean Work Environment, Performs Job Safely, and Participates in Safety Meetings. Works at an Acceptable Rate; Accuracy of Work Generally Sometimes Must be Reminded of Safety; Shows Secondary Interest X Good; Errors Sometimes Found in Work; Usually Thorough. Х in Performing Safety and/or Maintaining Safe Environment; May not Participate in Meetings Regularly. Work Pace and/or Error Rate are Unacceptable. Has to be Constantly Reminded of Safety Standards; Shows no Interest in Improving in This Area or in Participating in Safety Meetings. Cannot Rate Cannot Rate COMMENTS/EXAMPLES: COMMENTS/EXAMPLES: Ciara is learning to be a safe operator. She has needed to be reminded to wear goggles a few times. She is good about using gloves to protect her hands. She is shy in the morning safety meeting and is not forthcoming with her unit info. TEAMWORK, COOPERATION, AND GETTING ALONG EXERCISING JUDGEMENT-SOLVING PROBLEMS X X Very Effective Team Worker; Gets Along Well with Almost Judgement is Excellent; Almost Any Work Problem. Everyone; Goes Out of the Way to Help Others. Shows Good Judgement; Solves Many Work Problems By Self. Good Team Worker; Gets Along Well With Others; X Cooperative. Generally Performs Satisfactorily at a Team Member; Gets Judgement and Problem-Solving Ability are Adequate. Along Satisfactorily with Others; Usually Cooperative. Makes Little or No Effort to Work as a Team Member of Get Exercises Little Judgement; Shows Little Problem Solving Ability. Along with Others; Generally Uncooperative. Cannot Rate Cannot Rate \mathbf{X} COMMENTS/EXAMPLES: Ciara gets along with team COMMENTS/EXAMPLES: Process judgment and problem members and does what is asked. solving takes time to acquire. Her ability is where I would expect it to be and can improve in time. ORGANIZING WORK Х FOLLOWING ORAL/WRITTEN INSTRUCTIONS Х Planning, Organizing, and Work Habits are Outstanding. Follows Instructions Exactly; Seeks Assistance or Clarification When Needed. Plans and Organizes Work Well; Good Work Habits; Set Follows Instructions Closely; Asks Questions or Seeks Information Priorities. When Needed. Generally Organizes and Plans Work Well; Works Fairly Generally Follows Instructions; Usually Asks Questions or Seeks X X Systematically; Usually Recognizes Priorities. Information When Needed. Does Not Set Priorities; Haphazard Planning and Organizing; Does Not Follow Instructions; Fails to Ask Questions or Seek Information When Needed. Poor Work Habits. Cannot Rate Cannot Rate COMMENTS/EXAMPLES: COMMENTS/EXAMPLES: Follows directions, does ask Ciara starts her work promptly at the beginning of the shift. She questions when needed. does need some direction on priorities regarding permits versus unit moves.

-				
JOB INVOLVEMENT	X	AMOUNT OF S	SUPERVISION REQUIRED	X
Consistently Does More Than Required; Frequently Offers Suggestions for Improvement; Seeks to Expand Capabilities and Acquire New Responsibilities.		Starts and Comp Supervision.	pletes Tasks Independently; Need	Is Minimal
Does What is Required and Sometimes More; Occasionally Contributes Ideas; Shows Interest In self-improvement.		Starts and Comp	oletes Tasks with Normal Superv	ision.
Does Assigned Work Only; Shows Little Interest in Acquiring New Responsibilities.		Needs Some Ext	ra Supervision to Complete Assig	gned Tasks. X
Does as Little as Possible; Shows No Concern For Performance or Desire to Improve Skills.		Does Very Little	Supervision to Complete Assigne Without Being Told.	d Tasks;
Cannot Rate	X	Cannot Rate		
COMMENTS/EXAMPLES: Day to day operations is enough task right now	of a	assistance with LOTO, C(F)5,	XAMPLES: Ciara stays busy. In most tasks the first time. Call things she needs help with time after being complete.	tall cards, ith are things
JOB KNOWLEDGE AND SKILLS	X	COMMENTS/EX	KAMPLES: Ciara is getting th	e hands on
Making Excellent Progress in Acquiring Knowledge and Skills; Proficiency is Well Above Expectations. Making Good Progress in Acquiring Knowledge and Skills; Level of Proficiency Meets Expectations.		experience she Working the jo	needs to become proficient bb and seeing the day to day at is needed to learn the job.	right now. things that
Making Satisfactory/Adequate Progress in Acquiring Knowledge and Skills; Proficiency Generally Meets Expectations.	X			
Progress in Acquiring Knowledge and Skills is Unsatisfactory; Proficiency is Well Below Expectations. Cannot Rate				
ATTENDANCE THIS NUMBER OF TIMES REVIEW PERIOD > LATE > 1		MBER OF TIMES CK > 0	NUMBER OF TIMES AWOL > 0	S
SUMMARIZE EMPLOYEES DEMONSTRATED STRENGTHS: C	Ciara i	s willing to learn a	nd seems to be determined	I. She is very
safety minded not afraid to bring up safety concerns.				1 1 7
SUMMARIZE EMPLOYEES JOB IMPROVEMENT NEEDS: Cia of her job. Becoming familiar with our day to day proc	ra nee	ds to continue lead	rning the units and gaining	g Knowieage ra has trouble
with the radio. She needs practice operating the radio a	ind ma	aking sure it's turi	red on and volume up loud	l enough to
hear at all times so she can respond when called.			1	
DATE THIS PERFORMANCE ASSESMENT WAS DISCUSSED W	TH E	MPLOYEE>		
SUMMARIZE DISCUSSION (What Employee was Told, Employees	Reactio	on, Goals, Etc)		
BASED ON YOUR KNOWLEDGE OF THE EMPLOYEES PERFO DATE SHOULD THE INDIVIDUAL CONTINUE AS AN EQUILOY EMPLOYEE?		CE TOX	YES NO	
EXPLAIN:				
REVIEW	ERS CO	OMMENTS		
PREPARED BY SUPERVISOR (Print Name and Title) S	IGNAT			PREPARED
Cameron Curran- TSTL Team 4 OPCEN	IGNAT	URE O	DATE	PREPARED
Ciara Newton	IGNAT	Cean Me		prepared
Eric Pecez		(/~)	170 9	19/16

DAY PROGRESS REPORT TO THE PROGRESS REPORT TO			CERTAIN CHECKING AND THE	210 Day	240 Da	#
	EE# 251159		uated Date: 4/16	Probation Period En 9/30/16	nds: 7/	onth-Date-Ye 29/16
Department Ont Of Chr.	sification: FOR START	Time in This Job: Training]]]25y		Inder your ision: >	42 Days
PERFORMANCE FACTORS	agrafii ny An		9 S 78 78 78 78			
SAFETY AND HOUSEKEEPING				CCURACY, A		
Leader in Safety; Demonstrates Deep Involvement and Accomplishments in Working Safely, Maintaining clean, S Area, and participating in Safety Meetings.		Pays (Close Attention		rors Rarely F	ound in Work.
Follows Prescribes Safety Standards; Conscientiously Mai Clean Work Environment, Performs Job Safely, and Partic Safety Meetings.	cipates in X	Rate;	Errors Seldom	Accurately and Found in Wo	rk.	
Sometimes Must be Reminded of Safety; Shows Secondary in Performing Safety and/or Maintaining Safe Environmen not Participate in Meetings Regularly.	t; May	Good;	Errors Someti	ible Rate; Acc imes Found in rror Rate are	Work; Usual	y Thorough.
Has to be Constantly Reminded of Safety Standards; Show. Interest in Improving in This Area or in Participating in Sa Meetings.	s no fety	Cannot		rror Rate are	окассерцаме.	
Comments/Examples: Ciara is learning to be a sa						into the unit to
operator. She is concerned about health and safety her coworkers and the environment. She is still shy morning safety meeting and is not forthcoming with info.	in the	acceptir	g of feed back			
EXERCISING JUDGEMENT-SOLVING PROBLEMS	X			ERATION, A		
Judgement is Excellent; Almost Any Work Problem.		Everyon	e: Goes Out of	Vorker; Gets A	elp Others.	ĺ
Shows Good Judgement; Solves Many Work Problems By Se	elf.	Coopera	tive.	Gets Along Wo]_^
Judgement and Problem-Solving Ability are Adequate.		Along Sa	tisfactorily wi	tisfactorily at th Others; Usi	tally Coopera	tive.
Exercises Little Judgement; Shows Little Problem Solving Ab	oility. X	Along wi	th Others; Gei	ort to Work as nerally Uncoo	a Team Mem perative.	ber of Get
Cannot Rate		Cannot R				<u> </u>
COMMENTS/EXAMPLES: Process judgment and proble olving takes time to acquire. Ciara had an incident we pening a tank drain valve that was not connected to nything. She has committed to be more careful in the	vith	member	s and does v f . But wher	LES: Ciara g vhat is asked n she does g	 She is qu 	ith team iet and keeps she is friendly
OLLOWING ORAL/WRITTEN INSTRUCTIONS	X		ZING WORK			X
ollows Instructions Exactly; Seeks Assistance or Clarification Then Needed.				nd Work Habi		
ollows Instructions Closely; Asks Questions or Seeks Informa Then Needed.	tion X	Priorities.		rk Well; Good		
enerally Follows Instructions; Usually Asks Questions or Seel formation When Needed.	is .	Systematic	ally: Usually I	l Plans Work V Recognizes Pri	orities.	"
pes Not Follow Instructions; Fails to Ask Questions or Seek formation When Needed.		Poor Work	Habits.	Iaphazard Pla	nning and Or	ganizing;
onnot Rate OMMENTS/EXAMPLES: Follows directions, do		Cannot Ra		na		
	og ogle	COMMEN	TS/EXAMPL	ES:	beginning of t	i

JOB INVOLVEMENT			X	AMOUNT OF	SUPERVIS	SION REQU	IRED	X
Consistently Does More Than Suggestions for Improvement; Acquire New Responsibilities.		and		Starts and Com Supervision.	pletes Tasl	ks Independe	ently; Needs Minimal	
Does What is Required and So Contributes Ideas; Shows Inte				Starts and Com	pletes Tasl	s with Norm	nal Supervision.	
Does Assigned Work Only; She Responsibilities.		g New	X	Needs Some Ext	ra Supervi	sion to Com	plete Assigned Tasks.	X
Does as Little as Possible; Show Desire to Improve Skills.	vs No Concern For Performan	ce or		Does Very Little	-		te Assigned Tasks;	
Cannot Rate				Cannot Rate				
COMMENTS/EXAMPLES: Pocall cards right now. Not no pipe or review procedures SOU training's.	naking any special effort to	o trace		tasks the first	time, She	is getting	ls assistance with m practice with Call more experience ev	
JOB KNOWLEDGE AND SKI			X				etting the hands on	
Making Excellent Progress in A Proficiency is Well Above Expe	etations.	-					roficient right now. ý to day things that	
Making Good Progress in Acquiring Knowledge and Skills; Level of Proficiency Meets Expectations.				come up is wh	at is need	led to learn	the job. Some time	
Making Satisfactory/Adequate Progress in Acquiring Knowledge and Skills; Proficiency Generally Meets Expectations.			х	outside tracing simulating pro-			a reviewing/ eneficial to learning	the
Progress in Acquiring Knowled Proficiency is Well Below Expec Cannot Rate				equipment and	the unit.		_	
ATTENDANCE THIS REVIEW PERIOD >	NUMBER OF TIMES LATE >		NUMI SICK	BER OF TIMES > 0		NUMBER O	OF TIMES	
SUMMARIZE EMPLOYEES D					ınd is de	termined.	She is very safety	
minded not afraid to bring SUMMARIZE EMPLOYEES JO					ening the	unite and	agining knowledg	-Δ
of her job. Taking the init								
Becoming familiar with ou							ng time in the unit	,
looking things over, review DATE THIS PERFORMANCE.					1 ner ski	118.	T	
SUMMARIZE DISCUSSION (W					-		1	
BASED ON YOUR KNOWLEDO DATE SHOULD THE INDIVIDO EMPLOYEE?	MANCE	тох	YES		NO			
EXPLAIN:								
	REV	/IEWER	RS COM	MENTS				
PREPARED BY SUPERVISOR Cameron Curran-TSTL Team 4	OPCEN		NATUF				DATE PREPARED 7/29/16	
REVIEWED BY EMPLOYEE (F Ciara Newton	rint Name and Title)	SIG	NATUF	E			DATE PREPARED	
REVIEWED BY /MANAGER (Pi	int Name and Title)	SIG	NATUR	E			DATE PREPARED	

DAY PROGRESS REPORT 270 Day 60 Day 90 Day $120\,\mathrm{IDay}$ 150 Day 118/0 1Day 210 Day 30 Day Equated Date: Month-Date-Year: **Probationary** Employee Name: Ciara Newton EE# 251159 1/04/16 Period Ends: 9/21/16 9/30/16 57 Days Time Under your Job Classification: Time in Department/Unit: OPCEN Supervision: > OPERATOR START This Job: 60 days Training PERFORMANCE FACTORS WORK SPEED, ACCURACY, AND THOROUGHNESS X SAFETY AND HOUSEKEEPING X Works Rapidly and Extremely Accurately and Thoroughly; Leader in Safety; Demonstrates Deep Involvement and Pays Close Attention to Detail; Errors Rarely Found in Work. Accomplishments in Working Safely, Maintaining clean, Safe Work Area, and participating in Safety Meetings. Follows Prescribes Safety Standards; Conscientiously Maintains Consistently Works Accurately and Thoroughly at a Normal X Rate; Errors Seldom Found in Work. Clean Work Environment, Performs Job Safely, and Participates in Safety Meetings. Works at an Acceptable Rate; Accuracy of Work Generally Sometimes Must be Reminded of Safety; Shows Secondary Interest X Good; Errors Sometimes Found in Work; Usually Thorough. in Performing Safety and/or Maintaining Safe Environment; May not Participate in Meetings Regularly. Work Pace and/or Error Rate are Unacceptable. Has to be Constantly Reminded of Safety Standards; Shows no Interest in Improving in This Area or in Participating in Safety Meetings Cannot Rate Cannot Rate COMMENTS/EXAMPLES: Clara gets right out into the unit to COMMENTS/EXAMPLES: Ciara is learning to be a safe start her readings and samples. operator. She is concerned about health and safety of herself, her coworkers and the environment. She is Doing better at projecting and conveying unit info. TEAMWORK, COOPERATION, AND GETTING ALONG EXERCISING JUDGEMENT-SOLVING PROBLEMS Х Very Effective Team Worker; Gets Along Well with Almost Judgement is Excellent; Almost Any Work Problem. Everyone; Goes Out of the Way to Help Others. Good Team Worker; Gets Along Well With Others; Shows Good Judgement; Solves Many Work Problems By Self. X Cooperative. Generally Performs Satisfactorily at a Team Member; Gets Judgement and Problem-Solving Ability are Adequate. X Along Satisfactorily with Others; Usually Cooperative. Makes Little or No Effort to Work as a Team Member of Get Exercises Little Judgement; Shows Little Problem Solving Ability. Along with Others; Generally Uncooperative. Cannot Rate Cannot Rate COMMENTS/EXAMPLES: Ciara gets along with team COMMENTS/EXAMPLES: Process judgment and problem solving takes time to acquire. Ciara Increasing her ability to members and does what is asked. She is quiet and keeps to herself. But when she does get involved she is friendly problem solve as she gain confidence. When we had the leak on the E1207, she was timid in giving me a response on what and helpful. was happening. With further discussion I determined that this was a confidence issue and not a process knowledge issue ORGANIZING WORK X FOLLOWING ORAL/WRITTEN INSTRUCTIONS X Planning, Organizing, and Work Habits are Outstanding. Follows Instructions Exactly; Seeks Assistance or Clarification When Needed. Plans and Organizes Work Well; Good Work Habits; Set Follows Instructions Closely; Asks Questions or Seeks Information X Priorities. When Needed. Generally Organizes and Plans Work Well; Works Fairly Generally Follows Instructions; Usually Asks Questions or Seeks x Systematically; Usually Recognizes Priorities. Information When Needed. Does Not Follow Instructions; Fails to Ask Questions or Seek Does Not Set Priorities; Haphazard Planning and Organizing; Poor Work Habits. Information When Needed. Cannot Rate Cannot Rate COMMENTS/EXAMPLES: COMMENTS/EXAMPLES: Follows directions, does ask Ciara starts her work promptly at the beginning of the shift and

questions when needed.

completes her work. She is building a routine. She ask to remain in HP-2 instead of going in to the training slot as she wants to continue

to work on this.

JOB INVOLVEMENT	l v	X AMOUNT OF SUPERVISION REQUIRED X			
Consistently Does More Than Required; Frequently Offers Suggestions for Improvement; Seeks to Expand Capabilities and		Starts and Completes Tasks Independently; Needs Minimal Supervision.			
Acquire New Responsibilities. Does What is Required and Sometimes More; Occasionally Contributes Ideas; Shows Interest In self-improvement.	x	Starts and Completes Tasks with Normal Supervision.			
Does Assigned Work Only; Shows Little Interest in Acquiring No		Needs Some Extra Supervision to Complete Assigned Tasks.			
Responsibilities. Does as Little as Possible; Shows No Concern For Performance of Desire to Improve Skills.	or	Needs Frequent Supervision to Complete Assigned Tasks; Does Very Little Without Being Told.			
Cannot Rate		Cannot Rate			
COMMENTS/EXAMPLES: Performing the readings, samp call cards right now. Ciara proactively does SOU training She has started training on the fly when she has time on Dimer/SR3 RO job	ng's.	COMMENTS/EXAMPLES:. She needs assistance with most tasks the first time. She is getting practice with Call cards, LOTO, C(F)5, and will get more experience every day.			
JOB KNOWLEDGE AND SKILLS	X	COMMENTS/EXAMPLES: Ciara is getting the hands on			
Making Excellent Progress in Acquiring Knowledge and Skills; Proficiency is Well Above Expectations. Making Good Progress in Acquiring Knowledge and Skills; Level of Proficiency Meets Expectations. Making Satisfactory/Adequate Progress in Acquiring Knowledge and Skills; Proficiency Generally Meets Expectations.		experience she needs to become proficient right now. Working the job and seeing the day to day things that come up is what is needed to learn the job. Some time outside tracing pipes in the unit and reviewing/ simulating procedures would be beneficial to learning the			
Progress in Acquiring Knowledge and Skills is Unsatisfactory; Proficiency is Well Below Expectations. Cannot Rate		equipment and the unit.			
ATTENDANCE THIS NUMBER OF TIMES REVIEW PERIOD > LATE >		NUMBER OF TIMES NUMBER OF TIMES SICK > 0 AWOL > 0			
		a is willing to learn and is determined. She is very safety			
minded not afraid to bring up safety concerns. She is	honest	st and has integrity			
SUMMARIZE EMPLOYEES JOB IMPROVEMENT NEEDS: C	iara ne	eeds to continue learning the units and gaining knowledge			
of her job. Taking the initiative to go outside and lear	n new t	y things is a valuable tool to becoming an effective operator.			
looking things over, reviewing/simulating procedures		, C(F)3, C(F)5 will be valuable. Spending time in the unit,			
DATE THIS PERFORMANCE ASSESMENT WAS DISCUSSED	WITHE	EMPLOYEE > 7/29/16			
SUMMARIZE DISCUSSION (What Employee was Told, Employee	ees Reacti	ction, Goals, Etc)			
BASED ON YOUR KNOWLEDGE OF THE EMPLOYEES PERF	FORMAN	ANCE TO			
DATE SHOULD THE INDIVIDUAL CONTINUE AS AN EQUILONX YES NO EMPLOYEE?					
EXPLAIN:					
REVIE	WERS C	COMMENTS			
PREPARED BY SUPERVISOR (Print Name and Title)	SIGNA	ATURE DATE PREPARED			
Richard L. Metcalf- TSTL Team 4 OPCEN		9/21/2016			
REVIEWED BY EMPLOYEE (Print Name and Title) Ciara Newton	SIGNAT				
REVIEWED BY /MANAGER (Print Name and Title)	SIGNAT	ATURE DATE PREPARED			